

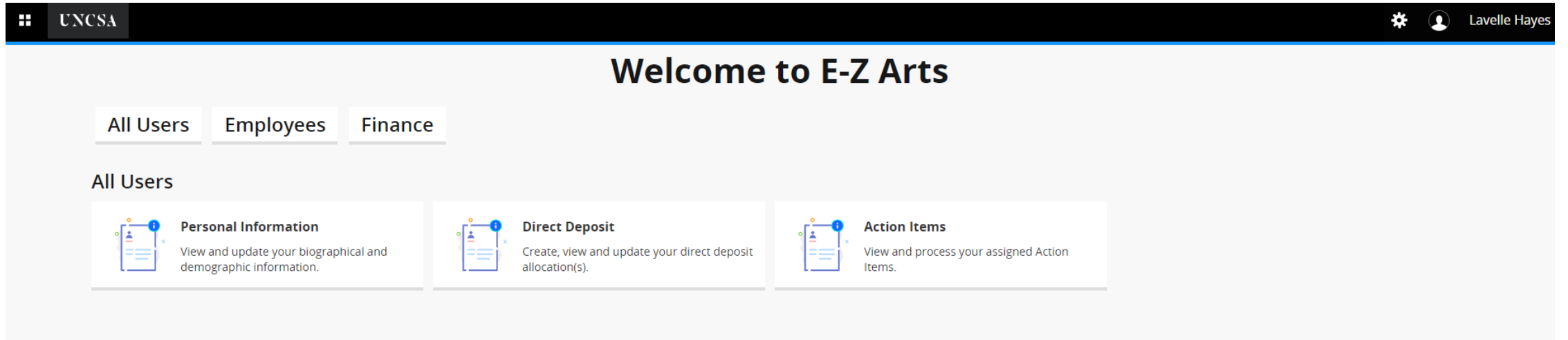
Banner Navigation

What we will cover

- A step by step guide:
 - Banner Navigation
 - Budget Queries
 - Access Salaries/Benefits

1. Log in to EZ Arts

2. Select Finance



UNCSA

Lavelle Hayes

Welcome to E-Z Arts

All Users Employees Finance

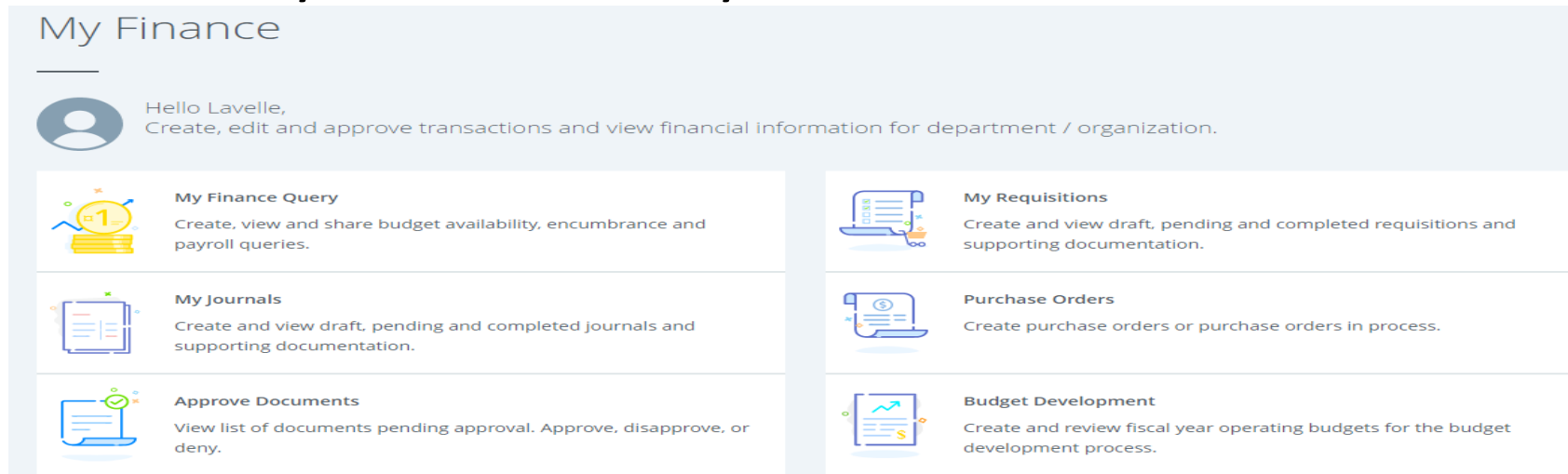
All Users

Personal Information
View and update your biographical and demographic information.

Direct Deposit
Create, view and update your direct deposit allocation(s).

Action Items
View and process your assigned Action Items.

3. Select My Finance Query.



My Finance

Hello Lavelle,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

My Journals
Create and view draft, pending and completed journals and supporting documentation.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.

Purchase Orders
Create purchase orders or purchase orders in process.

Budget Development
Create and review fiscal year operating budgets for the budget development process.

4. Select New Query

[My.Finance](#) • [My.Finance.Query](#)

My Finance Query

[Favorites](#) [Saved Queries](#) [Shared Queries](#) Low-High ▼ 📄

5. Select Query Type: Budget Status by Account

Create New Query ✕

Select Query Type

Budget Status by Account ▼

Values

6. Enter the fund in the Index field. The Fund, Organization and Program information automatically defaults into the correct fields, thereby eliminating any chance for error.

Create New Query

Chart*
A UNC School of the Arts x v

Fund
101002 Chief Academic Office-Instructional x v

Account
Choose Account v

Activity
Choose Activity v

Fund Type
Choose Fund Type v

Commitment Type
All v

Index
101002 Chief Academic Office-Instructional x v

Organization*
20100 Office of the Exec. VC and Provost x v

Program
101 Instruction x v

Location
Choose Location v

Account Type
Choose Account Type v

Include Revenue Accounts

7. Scroll down and Complete the following:

- **Fiscal Year:** Example - 2022-2023 is FY2023
- **Fiscal Period:** Example - UNCSA's fiscal year is from July 1 – June 30. Fiscal Period 1 - July, 2 - August, 3 - September, and so forth
- **Comparison Fiscal Year and Comparison Fiscal Period:** Used to compare data between fiscal years/periods. To look at this year's data only, select "None".

| | | | |
|------------------------|----------|--------------------------|--------|
| Fiscal Year* | 2022 x v | Fiscal Period* | 12 x v |
| Comparison Fiscal Year | None v | Comparison Fiscal Period | None v |

8. Scroll down and select the columns you wish to see on query. Click Submit

Operating Ledger

Adopted Budget ⓘ

Budget Adjustment ⓘ

Adjusted Budget ⓘ

Temporary Budget ⓘ

Accounted Budget ⓘ

Year to Date ⓘ

Encumbrance ⓘ

Reservation ⓘ

Commitments ⓘ

Available Balance ⓘ

SUBMIT

9. The report is ready to be reviewed. Note column headings representing step #8.

Budget Status by Account New Query

< Office of the Exec. VC and Provost - 20100 ✎ > 📄 ⓘ ⋮

Query Results + ↓

| Account | Account Title | Health | FY22/PD14 Accounted Budget | FY22/PD14 Year to Date | FY22/PD14 Encumbrances | FY22/PD14 Available Balance |
|--------------------------------------|-------------------------------------|--------|----------------------------|------------------------|------------------------|-----------------------------|
| 611100 | EPA Adm Reg Sal, Ap | ⚠ | \$45,686.00 | \$0.00 | \$0.00 | \$45,686.00 |
| 612100 | SPA Reg Salary | ⚠ | \$35,000.00 | \$0.00 | \$0.00 | \$35,000.00 |
| 613100 | EPA Academic Salary | ⚠ | \$301,438.00 | \$0.00 | \$0.00 | \$301,438.00 |
| 613101 | EPA Academic Supplemental Pay | ✅ | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 614100 | Non Student Reg Wages | ✅ | \$68,640.00 | \$31,200.00 | \$37,440.00 | \$0.00 |
| 618100 | Social Security | ⚠ | \$1,907.00 | \$2,382.98 | \$0.00 | (\$475.98) |
| 71800P | Purchased Contractual Services Pool | ⚠ | \$16,938.00 | \$0.00 | \$0.00 | \$16,938.00 |
| 718989 | Other Services | ⚠ | \$0.00 | \$8,655.59 | \$8,282.15 | (\$16,937.74) |
| 73000P | Purchased Services Budget Pool | ⚠ | \$163,131.00 | \$0.00 | \$0.00 | \$163,131.00 |
| 731120 | In-State Transportation Ground | ⚠ | \$0.00 | \$119.81 | \$0.00 | (\$119.81) |
| 731140 | In-State-Lodging | ⚠ | \$0.00 | \$634.20 | \$0.00 | (\$634.20) |
| 731150 | In-State Meals | ⚠ | \$0.00 | \$70.80 | \$0.00 | (\$70.80) |
| Report Total (of all records) | | | (\$642,115.00) | (\$52,438.09) | (\$45,722.15) | (\$543,954.76) |

10. To view detailed information for any budget or expenditure amount, click on any of the hyper-linked options in blue. Also, use the arrow to download in excel.

10. The available balance can also be viewed in Banner 9 Self-service. Create another query and ***choose 611100 as the account.*** Click submit at the bottom.

Create New Query ×

Select Query Type

Budget Status by Account ▼

Values

| | | | |
|----------|--|----------------|--|
| Chart * | A UNC School of the Arts x ▼ | Index | Choose Index ▼ |
| Fund | 301030 Auxiliary Administration x ▼ | Organization * | 33000 VC for Finance & Administration x ▼ |
| Account | 611100 EPA Adm Reg Sal, Ap x ▼ | Program | 201 Auxiliary Administration x ▼ |
| Activity | Choose Activity ▼ | Location | Choose Location ▼ |

↑
↓

11. The screen below will appear and choose View Available Balance from the three dots.

[My Finance](#) • [My Finance Query](#) • [Budget Status by Account](#)

Budget Status by Account New Query

← VC for Finance & Administration - 33000 ✎ ➡ 📄 ⓘ ⋮

Query Results

| Account | Account Title | Health | FY22/PD12 Accounted Budget | FY22/PD12 Year to Date | FY22/PD12 Encumbrances | |
|--------------------------------------|---------------------|--------|----------------------------|------------------------|------------------------|---------------------|
| 611100 | EPA Adm Reg Sal, Ap | ⚠ | \$4,971.00 | \$414.59 | \$0.00 | \$4,556.41 |
| Report Total (of all records) | | | (\$4,971.00) | (\$414.59) | \$0.00 | (\$4,556.41) |

View Available Balance

View pending documents

View payroll

12. Below is how the Available Balance will appear. The posted amount is your Budget-YTD expenses-Encumbrances.

| Query Results ↓ | | | | |
|--|-------------------------------------|----------------------|-----------------|----------------------|
| Account | Account Title | Posted Amount | Pending Amount | Available Balance |
| 75000P | Cap Outlay/Equip Budget Pool | \$421.84 | \$500.00 | \$921.84 |
| 73500P | Other Operating Expense Budget Pool | (\$7.60) | \$0.00 | (\$7.60) |
| 73200P | Communication Budget Pool | (\$68.25) | \$0.00 | (\$68.25) |
| 73100P | Travel Budget Pool | \$2,090.41 | (\$500.00) | \$1,590.41 |
| 73000P | Purchased Services Budget Pool | \$707.99 | \$0.00 | \$707.99 |
| 71800P | Purchased Contractual Services Pool | (\$38,411.00) | \$100.00 | (\$38,311.00) |
| 618300 | Medical Insurance | (\$657.52) | \$0.00 | (\$657.52) |
| 618200 | State Retirement | (\$2,417.84) | \$0.00 | (\$2,417.84) |
| 618100 | Social Security | (\$1,002.51) | \$0.00 | (\$1,002.51) |
| 612100 | SPA Reg Salary | (\$134.97) | \$0.00 | (\$134.97) |
| 611400 | EPA Employee On Loan | (\$8,200.00) | \$0.00 | (\$8,200.00) |
| 611100 | EPA Adm Reg Sal, Ap | (\$3,733.76) | \$0.00 | (\$3,733.76) |
| Report Total (of all records) | | (\$51,413.21) | \$100.00 | (\$51,313.21) |

13. To View Payroll (Salaries/Benefits) click on the three dots and choose View Payroll

Banner Homepage | My Finance Query | ellucian | Lavelle Hayes

My Finance > My Finance Query > Budget Status by Account

Budget Status by Account New Query

< Office of the Exec. VC and Provost - 20100

Query Results

| Account | Account Title | Health | FY22/PD12 Accounted Budget | FY22/PD12 Year to Date | FY22/PD12 Encumbrances | FY22/PD12 Reservation | |
|--------------------------------------|-------------------------------------|--------|----------------------------|------------------------|------------------------|-----------------------|-----------------------|
| 611100 | EPA Adm Reg Sal, Ap | ⚠ | \$45,686.00 | \$0.00 | \$0.00 | \$0.00 | \$45,686.00 |
| 612100 | SPA Reg Salary | ⚠ | \$35,000.00 | \$0.00 | \$0.00 | \$0.00 | \$35,000.00 |
| 613100 | EPA Academic Salary | ⚠ | \$301,438.00 | \$0.00 | \$0.00 | \$0.00 | \$301,438.00 |
| 613101 | EPA Academic Supplemental Pay | ✅ | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 614100 | Non Student Reg Wages | ✅ | \$68,640.00 | \$31,200.00 | \$37,440.00 | \$0.00 | \$0.00 |
| 618100 | Social Security | ⚠ | \$1,907.00 | \$2,382.98 | \$0.00 | \$0.00 | (\$475.98) |
| 71800P | Purchased Contractual Services Pool | ⚠ | \$16,938.00 | \$0.00 | \$0.00 | \$0.00 | \$16,938.00 |
| 718989 | Other Services | ⚠ | \$0.00 | \$8,655.59 | \$8,282.15 | \$0.00 | (\$16,937.74) |
| 73000P | Purchased Services Budget Pool | ⚠ | \$163,131.00 | \$0.00 | \$0.00 | \$0.00 | \$163,131.00 |
| 731120 | In-State Transportation Ground | ⚠ | \$0.00 | \$119.81 | \$0.00 | \$0.00 | (\$119.81) |
| 731140 | In-State-Lodging | ⚠ | \$0.00 | \$634.20 | \$0.00 | \$0.00 | (\$634.20) |
| 731150 | In-State Meals | ⚠ | \$0.00 | \$70.80 | \$0.00 | \$0.00 | (\$70.80) |
| Report Total (of all records) | | | (\$642,115.00) | (\$52,438.09) | (\$45,722.15) | \$0.00 | (\$543,954.76) |

- View Available Balance
- View pending documents
- View payroll

14. The information below will appear after clicking on the View payroll tab. A Download arrow will appear at the top to view the salaries and benefits in excel.

ellucian Lavelle Hayes

My.Finance • My.Finance.Query • Payroll.Expense.Detail

Payroll Expense Detail [New Query](#)

< Office of the Exec. VC and Provost - 20100

Query Results

| Account | Account Title | Employee | Last Name | Position | Suffix | Transaction Date | Finance Document | Rule Class | Earn Code |
|---------|---------------|----------|-----------|----------|--------|------------------|------------------|------------|-----------|
|---------|---------------|----------|-----------|----------|--------|------------------|------------------|------------|-----------|

Links

- Expenditure Accounts: (<https://www.uncsa.edu/mysa/faculty-staff/working-at-uncsa/financial-services/docs/banner-account-descriptions.pdf>)
- Revenue Accounts: (https://www.uncsa.edu/mysa/faculty-staff/faculty-resources/faculty_docs/Revenue%20Account%20Numbers.pdf)
- View Payroll expense tab access: Email *Steve Cochrane* (Cochranes@uncsa.edu)

Summary

This step-by-step process should be used to do your daily/weekly review of funds in Banner. In addition, this should be done to verify available balance BEFORE:

- Making Budget Transfers/Request
- Purchases (P-Cards and P.O's)
- Paying Invoices
- Hiring actions and/or salary adjustments

Questions?